DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-5236

REPLY TO
ATTENTION OF:

EAAG (623)

2 0 FEB 2002

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy Letter #26 -- Evaluation Processing

1. References.

    a. AR 623-105, Officer Evaluation Reporting (OER) System.

    b. AR 623-205, Noncommissioned Officer Evaluation Reporting (NCOER) System.

    c. MILPER MSG 02-104, Implementation Instructions for Revised NCOER (DA Form 2166-8).

    d. MILPER MSG 00-031, Officer Evaluation Reporting System (DA Form 67-9, Completion of Part VIIB).

2. The Eighth United States Army's standard for processing evaluation reports is zero late reports. Our success in attaining a zero-late rate depends on commander involvement to ensure that every officer and NCO has a completed evaluation prior to the final outprocessing appointment.

3. In order to accomplish this, Officers and NCOs must take a completed and signed OER/NCOER to their final outprocessing appointment at the personnel service detachment.

4. When we fail to submit evaluations correctly or on time, we are placing our officers and NCOs at a disadvantage as they compete for professional opportunities. Our increased focus on timely evaluation processing will reduce the Eighth U.S. Army OER/NCOER late rates, and ensure we are taking care of our officers and NCOs.

DANIEL R. ZANINI
Lieutenant General, USA
Commanding